

### Delete and Insert

- Delete, take it out
- Delete and close up
- Delete extra space
- Insert space
- Insert text
- Correct letter

### Punctuation marks

(use caret to show point of insertion)

- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert quotation marks
- Insert single quotes
- Insert apostrophe
- Insert question mark
- Insert exclamation point
- Insert hyphen
- Insert parentheses
- Insert dash

### Other

- Spell out abbrev.
- Check spelling
- Let it stand
- OK "with corrections"
- or "as corrected"

### Style of Type

- Wrong font
- Make lower case
- Set in LOWER CASE
- capital letter
- SET IN capitals
- Set in Lower case with Initial Caps
- Set in Roman type
- Set in italic type
- Set in lightface type
- Set in boldface type

### Paragraph and Position

- Move to right
- Move to left
- Center
- Move up
- Move down
- Flush left
- Flush right
- Align horizontally
- Align vertically
- Break, start new line
- New paragraph
- No new paragraph
- run on
- No paragraph indentation
- Transpose letters words or

**Correcting proofed copies:** When making corrections: go page by page and check off each correction as you make them. Then review your document page by page on the computer, comparing it to the proofed print. Did you make all the corrections? Did the copy re-rag or break paragraphs in a bad way? Fix anything you catch yourself and then print out the corrected version and clip it to the proofed copy and give to another person to proof again.

### Proofing:

Take your time and look things over carefully. Use a red pen or pencil. Check against the proofed copy to make sure all corrections were made. Pay attention to whether there are other mistakes that weren't caught. Look for design issues that the editors may not catch, such as wrong margins, spacing, or styles. Use proofreaders marks to make corrections.